

26 Jason Avenue  
Rainbow State  
00489  
(123) 354 8796  
Email:Jason@domain.com



February 2, 2007

Mr. C. Amera (Name of recipient)  
Chief Recruitment Officer (Title)  
Business Intelligence One (Company)  
Address  
Code

Dear Mr. Amera

It is with great appreciation that I thank you for the job offer as Information Assistant.

I gladly accept the offer and appreciate the opportunity to (your preferred expression here). I will commence at this position on February 10, 2007 as agreed.

I look forward to being part of your highly efficient team and am confident that I will be able to make a positive contribution to the company's goals.

Thank you once again for this opportunity.

Yours Sincerely,